



Corporation of the Town of Shelburne

Council Minutes

July 11, 2022

6:30 pm

Electronic Participation
203 Main St. E, Shelburne

Members in attendance: Mayor Wade Mills

Deputy Mayor Steve Anderson

Councillor Walter Benotto

Councillor Lynda Buffett

Councillor Kyle Fegan

Councillor Shane Hall

Councillor Lindsay Wegener

Staff attending:

Denyse Morrissey, CAO

Carey Holmes, Director of Financial Services/Treasurer

Jennifer Willoughby, Director of Legislative
Services/Clerk

Jim Moss, Director of Development and Operations

Steve Wever, Town Planner

Alice Byl, Deputy Clerk

1. Call to Order

Council meeting called to order at 6:33 pm by Mayor Mills.

Canadian National Anthem

Land Acknowledgement:

We would like to begin by respectfully acknowledging that the Town of Shelburne resides within the traditional territory and ancestral lands of the Anishinaabe, including the Ojibway, Potawatomi, Chippewa and the People of the Three Fires Confederacy.

These traditional territories upon which we live, work, play and learn are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.

We encourage residents to review the call-to-action information by visiting the following website to further research and educate oneself:

<https://www.dccrc.ca/educational-links/>

2. Disclosure of Pecuniary Interest and General Nature Thereof

Members of Council are required to state any pecuniary interest in accordance with the Municipal Conflict of Interest Act.

No Disclosures.

3. Adoption of Minutes

1. Minutes from the June 27, 2022, Council meeting and the June 27, 2022, Committee of Adjustment meeting

Motion # 1

Moved By Councillor Hall

Seconded By Councillor Benotto

BE IT RESOLVED THAT the minutes from the Regular Council meeting held June 27, 2022, and the minutes from the Committee of Adjustment meeting held June 27, 2022, be approved as presented and circulated.

CARRIED, W. Mills

4. Public Participation

1. Public Question Period

Questions relating to agenda business can be submitted to the Clerk at jwilloughby@shelburne.ca or 519-925-2600 Ext. 223 by 12:00 pm Monday, July 11, 2022.

No questions.

2. Presentations

To register as a presenter please contact the Clerk directly at jwilloughby@shelburne.ca or 519-925-2600 Ext. 223.

3. Deputations on Agenda Items

5. Council Inquiries

No inquiries.

6. Motions and By-law for Decision

1. Consent Agenda – all items in this list shall be the subject of one motion
2. Consideration of Items – all reports and By-laws in this section will be voted on separately
 1. Report P2022-21 from the Town Planner regarding Sign By-law Variance Request - 800-824 Ojibway Road Fieldgate Commercial.

The Town Planner presented his report to Council.

Motion # 2

Moved By Councillor Fegan

Seconded By Councillor Buffett

BE IT RESOLVED THAT Council receives Report P2022-21 for information; and

THAT subject to comments and questions at the Council meeting, Council approves the request for a variance from the Sign By-law 30-1999 to grant relief from paragraph (3)(d) of section 4.04 to permit additional building fascia signs on the new commercial buildings at 804 Ojibway Road (Units 2, 3 and 5), 816 Ojibway Road (Unit 1) and 820 Ojibway Road, subject to all of the following requirements:

1. That, notwithstanding the requirements of the Sign By-law restricting the number of fascia signs per business frontage, secondary fascia signs shall be permitted on the north façade of the buildings at 804 Ojibway Road (Unit 5 – Mary Browns), 816 Ojibway Road (Unit 1 – Pet Valu) and

820 Ojibway Road (Dollarama), and the west façade of the building at 804 Ojibway Road (Unit 2 – BarBurrito, Unit 3 – One Plant, and Unit 5 – Mary Browns) provided that the total fascia sign area on these building facades shall not exceed the lesser of 5% of the area of the architectural elevation of the building or unit or part thereof occupied by the business or 10 square metres of total sign area of secondary fascia sign area per business;

2. That the proposed fascia sign for the east façade of the building at 804 Ojibway Road (Unit 2 – BarBurrito, and Unit 5 – Mary Browns) shall not exceed the lesser of 10% of the area of the architectural elevation of the building or unit or part thereof occupied by the business or 20 square metres as per the Sign By-law;

3. That the owner shall obtain a MTO permit, if required, and a building permit from the County of Dufferin for the proposed sign(s); and,

4. That the proposed signs shall comply with all other requirements of the Sign By-law and a sign permit shall be obtained from the Town of Shelburne.

CARRIED, W. Mills

2. Report P2022-22 from the Town Planner regarding Request for Extension of Draft Approval for Draft Plan of Subdivision DPS 17/02 and Draft Approval of Plan of Condominium DPC 17/02 Scone Developments Inc.

The Town Planner presented his report to Council.

Motion # 3

Moved By Councillor Benotto

Seconded By Councillor Hall

BE IT RESOLVED THAT Report P2022-22 be received for information; and

THAT Council approve the request for extension of the Conditions of Draft Plan Approval by Design Plan Services on behalf of Scone Developments Inc. for Draft Plan of Subdivision (DPS17/02), for a period of one year; and

THAT Council approve the request for extension of the Conditions of Draft Plan Approval by Design Plan Services on behalf of Scone Developments Inc. for Draft Plan of Condominium (DPC 17/02), for a period of one year.

CARRIED, W. Mills

3. Report CAO 2022-11 from the Chief Administrative Officer regarding COVID 19 Vaccination Policies Update.

The Chief Administrative Officer presented her report to Council.

Motion # 4

Moved By Councillor Fegan

Seconded By Deputy Mayor Anderson

BE IT RESOLVED THAT Council:

1. Receives report CAO 2022-11 COVID 19 Vaccination Policies Update for information; and that
2. The Town of Shelburne's Vaccination Policy for staff and third party contracted services be suspended; and that
3. The Town of Shelburne's Vaccination Policy for Members of Council, Local Boards and Committees be suspended.

CARRIED, W. Mills

4. Report FS 2022-09 from the Director of Financial Services/Treasurer regarding June 30, 2022 Financial Update

The Director of Financial Services/Treasurer presented her report to Council.

Motion # 5

Moved By Councillor Benotto

Seconded By Councillor Buffett

BE IT RESOLVED that Council of the Town of Shelburne receives the staff report FS 2022-09 with respect to the June 30, 2022, Financial Update; and further,

THAT the amount of \$34,045.14 be placed in the Human Resources Reserve to be utilized in the proposed 2023 budget to offset potential costs associated with the results of both the Operations Service Delivery Review and Market Check.

CARRIED, W. Mills

5. Report DO2022-02 from the Director, Development and Operations regarding Simon Street Storm Water Management Pond Slope Stabilization and Fence Repair Project

The Director of Development and Operations presented his report to Council.

A discussion ensued regarding the possibility of erosion like this happening elsewhere and the unlikelihood of that happening.

Motion # 6

Moved By Councillor Fegan

Seconded By Councillor Benotto

BE IT RESOLVED THAT Council receives report DO2022-02 dated July 11, 2022, for information;

AND FURTHER THAT Council approves staff's recommendation to award the Simon Street Storm Water Management Pond Slope Stabilization and Fence Repair Project to MJK Construction LTD. in the amount of \$80,817.79 HST inclusive to be funded from the Capital Reserve.

CARRIED, W. Mills

6. Letter from the Rotary Club of Shelburne requesting permission to serve alcohol at Fiddle Park Pavilion.

A discussion ensued regarding the requirement of Paid Off Duty Officers which is a requirement under the Alcohol and Gaming Commission of Ontario.

Councillor Buffett abstained from voting

Motion # 7

Moved By Mayor Mills

Seconded By Councillor Fegan

BE IT RESOLVED THAT the letter from the Rotary Club of Shelburne regarding permission to serve alcohol at Fiddle Park Pavilion be received as information; and

THAT Council authorizes the serving of alcoholic beverages for the event being held August 6, 2022, from 2:00pm to 11:30pm on the condition that;

1. The Rotary Club provide proof of liability insurance with the Town of Shelburne listed on the policy with cover of a minimum of \$5 million-dollar liability;
2. The Rotary Club will provide a copy of the Special Occasion Permit issued by the LCBO.

CARRIED, W. Mills

7. Councillor Motions (Notice of Motion)

1. Notice of Motion - Deputy Mayor Anderson

BE IT RESOLVED that Staff look into what it would take to have a transit stop installed near the new commercial development on Highway 89 and County Road 124 and report back to Council regarding the possible options and costs associated.

8. Communications

1. Minutes from the Diversity Equity and Inclusion Committee Meeting held on May 19, 2022.
2. Minutes from the Centre Dufferin Recreation Complex for their meetings held on March 23, 2022, and April 27, 2022.
3. Minutes from the Shelburne Public Library Board meeting held on April 19, 2022.
4. Minutes from the Shelburne Business Improvement Association from their meetings held on June 14, 2022, and June 20, 2022.
5. Correspondence from the Town of East Gwillimbury regarding Summary and Implications of Provincial Bill 109: More Homes for Everyone Act, 2022.
6. Correspondence from the City of Orillia - Voluntary Russian Sanction Request.
7. Correspondence from the Township of Matachewan regarding Providing Candidates with Voter Mailing Addresses.
8. Correspondence from the Township of Greater Madawaska regarding Annual Emergency Exercise Exemption.
9. Correspondence from Headwaters Health Care Centre regarding Covid-19 Assessment Centres.
10. Correspondence from the Headwaters Health Care Centre regarding their 2022 General Meeting and Annual Report.
11. Correspondence from the Nottawasaga Valley Conservation Authority (NVCA) - June 2022 Board Meeting Highlights.
12. Notice from the Ontario Energy Board to Customers of Enbridge Gas Inc.
13. Correspondence from Association of Municipal Managers, Clerks and Treasurers of Ontario - Advocacy Update: New Ford Government Cabinet Appointed.
14. AMO Policy Update - New Cabinet Sworn In-

Motion # 8

Moved By Councillor Benotto

Seconded By Councillor Hall

BE IT RESOLVED that Council receives the items listed under Communications for information.

CARRIED, W. Mills

9. Closed Session (if required)

10. Confirming By-law

1. Confirming By-law #37-2022 - July 11, 2022

Motion # 9

Moved By Councillor Hall

Seconded By Councillor Wegener

BE IT RESOLVED THAT leave be given for the reading and enacting of By-law #37-2022 being a By-law to confirm certain proceedings of the Council of the Corporation of the Town of Shelburne for its regular council meeting held July 11, 2022.

CARRIED, W. Mills

11. Adjourn

Motion # 10

Moved By Councillor Hall

Seconded By Councillor Fegan

BE IT RESOLVED THAT we now adjourn to meet at the call of the Mayor.

CARRIED, W. Mills

Council meeting adjourned at 7:12 pm

Mayor

Clerk